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File  
Per 9

Chief, FE Division

20 November 1956

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Records Management Staff

**Records Management Surveys in the FE Area**

**1. PURPOSE:**

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To conduct records management surveys as directed by the Chief, FE Support Base, [REDACTED]. Specific attention to be paid to the disposition of inactive records created or acquired by stations and bases in the FE Area.

**2. ACCOMPLISHMENTS:**

a. A Records Control Schedule was prepared, coordinated and approved for the records of the FE Support Base. The schedule consisted of 213 separate items amounting to over 650 cubic feet of material. Immediate destruction of 53 feet was accomplished with an additional 86 feet to be destroyed upon implementation of the schedule. Continued annual destruction will amount to approximately 60 feet.

b. Procedures were prepared and approved by the Chief, FE Support Base for the orderly retirement of inactive records to a designated vault area on the base.

c. A Records Control Schedule was prepared, coordinated and approved by the Chief, [REDACTED] Training Station. The schedule consisted of 166 items amounting to over 935 cubic feet of material. Immediate destruction of 58 feet was accomplished with an additional 184 feet to be destroyed upon implementation of the schedule. Continued annual destruction will amount to approximately 80 feet.

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d. A modified version of the subject numeric file system, as used in Headquarters, was installed for the administrative and non-technical files of [REDACTED] Training Station.

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e. At the request of the Chief, FE Support Base a preliminary records survey was conducted of the [REDACTED] areas. The purpose of the survey was to determine the amount of time and personnel necessary to implement a Records Management Program, stressing in particular, the disposition phase of the program.

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CIA-RDP70-00211R000200070018-2

**SUBJECT:** Records Management Surveys in the FE Area

In a report to the Chief, FE Support Base, a recommendation that two management analysts be assigned for a minimum of six months to complete the assignment was submitted for action.

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Mgt S/RMS/RD/ [REDACTED] Area (20 November 1956)